



# How to Search GMD Public Portal Guide

## PURPOSE

This guide provides step-by-step instructions on how to search for applications, permits, code complaints, and other information on the GMD Public Portal.

## GENERAL INFORMATION

- No portal account is required for searching basic information.
  - Searching for review comments, making payments, and/or scheduling inspections requires you to be signed into the portal.
- The property search link is highly recommended to use when searching by address.
- The status and fees link is highly recommended to use when searching by a specific application reference number.
- The GMD Public Portal can only search permits from 2011 to present.
- GMD Public Portal link: <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- Webpage for E-Permitting: <https://www.colliercountyfl.gov/government/growth-management/divisions/building-plan-review-inspection/e-permitting>

## Contents

**HELPFUL PORTAL LINKS** ..... 1

**SEARCH BY PROPERTY ADDRESS OR PARCEL NUMBER** ..... 2

**SEARCH BY PERMIT OR REFERENCE NUMBER** ..... 7

## ➤ PROCEDURES

### Helpful Portal Links

Below is a brief description of the information found in each link. The links are located to the left of the portal screen.

- **Home** –returns you to Portal Homepage.
- **Property Search** –first step to search by address or parcel number.
- **Fee payment Guide** – how-to guide for paying fees online.
- **Permit Forms** – Send you to a webpage for Building, Right of Way, Well application forms, and submittal requirements.
- **Planning Forms** – Sends you to a webpage for Development Review, Zoning, Temporary Use, and other Land Use applications and submittal requirements.
- **E-Permitting Guides** – Sends you to a webpage with portal guides, “how-to” videos, and electronic permitting information.
- **E-Licensing Guides** – Sends you to the Contractor Licensing webpage with contractor regulations and how-to portal guides.
- **GMD GIS Maps** – Sends you to a webpage with multiple maps to choose from.

[Sign In](#) / [Register](#) [My Shop](#)

**Attention: Due to schedule and the IVR Permit Inspect Monday, January 24th, 2022. We apologize for the inconvenience.**

**Short-Term Vacation Rental information about Short-Term Vacation Rental Registration**

Building permit applications submitted over the weekend and on holidays will be considered applied for on the next Collier County business day.

Due to an increase in the volume of permit applications submitted, the Collier County Growth Management Department is experiencing longer than usual processing times. Please ensure all applications are complete and documents are saved correctly. The status of a permit application can be checked via the portal at any time. Thank you for your patience.

Thursday nights are the regularly scheduled weekly maintenance for the CityView Portal and Interactive Voice Response (IVR) system servers. As a result, there may be brief outages to the site/IVR and their features. We apologize for any inconvenience.

Reminder: You must be logged in using your Collier County portal registered user account in order to view building permit and planning review comments.



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## Search by property address or parcel number

1. Click the **Property Search** link.

[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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1



**Code Enforcement**

[Submit a New Complaint Status and Fees](#)



**Building, Remodel & Accessory Permits**

[Apply for Permit](#)

2. Enter all or part of the street address or parcel number in the **Property Address** box.
3. Click the **Go** button.  
**Note:** This may open the **Properties** results list or open the **Property Review** page.  
**Tip 1:** Use the abbreviations for street (ST), boulevard (BLVD), lane (LN), southwest (SW) instead of typing them out.  
**Tip 2:** Sometimes typing less of the address will provide better results because the search is sensitive to spacing and characters.

### Property Locator

▼ Search for a Property

Property Address  2  3

Enter all or part of a street address above and then click the go button. We will search existing locations within the jurisdiction.

4. For the **Properties** results list, click on the property address or the parcel link.  
**Note:** This will open the **Property Review** page.

### Property Locator

▼ Search for a Property

Property Address

Enter all or part of a street address above and then click the go button. We will search existing locations within the jurisdiction.

▼ Properties

Property:	<a href="#">22 Vanderbilt Beach RD, Naples, Other Structure</a>	<b>4</b>
Parcel Number:	168400005	
Property:	<a href="#">155 Vanderbilt Beach RD, Naples, Commercial</a>	
Parcel Number:	79122480005	
Property:	<a href="#">225 Vanderbilt Beach RD, Tent, Naples, Other Structure</a>	
Parcel Number:	79121920003	
Property:	<a href="#">280 Vanderbilt Beach RD, Naples, Commercial</a>	
Parcel Number:	168360006	
Property:	<a href="#">325 Vanderbilt Beach RD, Naples, Commercial</a>	
Parcel Number:	79120800001	
Property:	<a href="#">377 Vanderbilt Beach RD, Unit #: 101, Naples, Multi Family</a>	
Parcel Number:	79370040006	

5. Review information on the **Property Review** page. Application groups and Code complaints are located at the bottom of the screen.  
**Note:** This page provides information on the property including current and historical building applications, code complaints, special events, and other Collier County Growth Management applications dating back to the year 2011. It also lists historical and current property owners.
6. Click on the arrow next to Group.  
*An example is searching for an Electrical application*

5
Property Review  
Parcel Number: 168400005

[Printable](#)

Property Details

Parcel Number: 168400005  
 Status: Active  
 Legal Description: 32 48 25 COMM SE CNR SEC 32, N 3437.06FT TO S R/W SR S-862, N 80 DEG W ALG R/W 1133.38FT TO POB, S 9 DEG W  
 Acres: 4.99  
 Bald Eagle Nest Buffer?: No  
 Block: 002  
 CCSL7: Yes  
 FLN: 00168400005  
 Improvement Value: \$6,047,906.00  
 Land Value: \$21,736,400.00  
 Map Number: 3A32  
 Range: 25  
 Section: 32  
 SQ Last Updated: 01/14/2022  
 Taxes: \$0.00  
 Township: 48  
 Use Code: 86

Addresses

Street #	Pre-Direction	Street Name	Direction	Unit #	Status
100		Vanderbilt Beach RD			Inactive
22		Vanderbilt Beach RD			Historic
22		Vanderbilt Beach RD			Active
40		Vanderbilt Beach RD			Active
40		Vanderbilt Beach RD			Historic
100		Vanderbilt Beach RD			Active
100		Vanderbilt Beach RD			Historic

Contacts

Type	Description
Property Owner	COLLIER CNTY C/O PARKS & RECREATION ADMIN, Address:3300 SANTA BARBARA BLVD
Historic Owner	COLLIER CNTY C/O PARKS & RECREATION ADMIN, Address:15000 Livingston Rd
Historic Owner	COLLIER CNTY C/O PARKS & RECREATION ADMIN, Address:3300 SANTA BARBARA BLVD

- ▶ [Code Enforcement Complaints](#)
- 6** ▶ [Permit Applications](#)
- ▶ [Mechanical, Electrical, Plumbing, Gas & Fire Permit Applications](#)
- ▶ [Right of Way, Sign & Well Permit Applications](#)
- ▶ [Planning Applications](#)
- ▶ [Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Applications](#)
- ▶ [Environmental Permit Applications](#)

- Click on the **Reference Number** link to open up the **Status** page.

- ▶ [Code Enforcement Complaints](#)
- ▶ [Permit Applications](#)
- ▶ **[Mechanical, Electrical, Plumbing, Gas & Fire Permit Applications](#)**

Permit #	Type	Work Class	Status	Date Issued
<a href="#">PRFR20170834015</a>	Fire	Alteration/Remodel	Finalized	05/23/2018
Permits: Description: WIRELESS RADIO MONITORING TAKE OVER 100 VANDERBILT BEACH ROAD				
<b><a href="#">PREL20160412461</a></b>	Electrical	Alteration/Remodel	Finalized	04/12/2016
Permits: Description: REMOVE ELECTRIC CIRCUIT AND EXISTING ROOFTOP AC UNIT FROM ATTENDENT STATION. RELOCATE CIRCUIT AND INSTALL 20 AMP 120V RECEPTACLE INSIDE PORTABLE AC UNIT. NO LOAD CHANGE. 100 VANDERBILT BEACH RD				
<a href="#">PRPL20130304882</a>	Plumbing	Alteration/Remodel	Finalized	03/07/2013
Permits: Description: REPLACE EXISTING PLUMBING FIXTURES WITH NEW 22 VANDERBILT BEACH RD				

- ▶ [Right of Way, Sign & Well Permit Applications](#)
- ▶ [Planning Applications](#)
- ▶ [Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Applications](#)
- ▶ [Environmental Permit Applications](#)

- Review the **Status** page and click **Expand All** to see more information.  
**Note:** If you are signed into the portal, you can see more details.

## Permit Application Status

PREL20160412461

 In order to view fees or schedule inspections, you need to be signed in.

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— ▼ **Summary** \_\_\_\_\_

Application Number: PREL20160412461  
 Application Type: Electrical  
 Application Status: Finaled  
 Property Owner's Full Name: COLLIER CNTY C/O PARKS & RECREATION ADMIN  
 Category of Work: Alteration/Remodel  
 Occupancy Code: Business  
 Description of Work: REMOVE ELECTRIC CIRCUIT AND EXISTING ROOFTOP AC UNIT FROM ATTENDENT STATION. RELOCATE CIRCUIT AND INSTALL 20 AMP 120V RECEPTACLE INSIDE PORTABLE AC UNIT. NO LOAD CHANGE. 100 VANDERBILT BEACH RD  
 Application Date: 04/07/2016  
 Issued Date: 04/12/2016  
 Expiration Date: 10/23/2016  
 Date Finaled: 04/27/2016  
 1-2 Family or Comm: Commercial

— ▼ **Business Name at Location (Portal)** \_\_\_\_\_

Business Name:

— ▶ **Locations** \_\_\_\_\_

— ▶ **Contacts** \_\_\_\_\_

— ▶ **Permits (Click to See Reviews)** \_\_\_\_\_

— ▶ **Deposits & Bonds** \_\_\_\_\_

— ▼ **Inspections** \_\_\_\_\_

Inspection	Outcome	Requested	Scheduled	Date Inspected
502 - Electrical Final	Pass with notes	4/26/2016	4/26/2016	04/26/2016
Inspector:		Jeffrey Teston ((239) 877-3168) <a href="#">Send Email</a>		

— ▶ **Conditions** \_\_\_\_\_

— ▼ **Documents & Images** \_\_\_\_\_


Date Uploaded	File Type	Document Name
04/27/2016	Letter	<a href="#">Certificate of Completion</a>
04/12/2016	Receipt	<a href="#">Receipt for transaction: 2016-020934</a>
04/07/2016	Letter	<a href="#">Payment Slip (PR)</a>
04/07/2016	Letter	<a href="#">Inspection Job Card</a>
04/07/2016	Letter	<a href="#">Permit</a>

### Search by Permit or Reference number

1. Locate the Group.
  - a. **Code Enforcement** group
    - i. Complaints regarding parking on the grass, high grass, property maintenance issues, work without permits, etc.
  - b. **Building, Remodel & Accessory Permits** group
    - i. Examples: Building new, adding to, or remodeling 1-2 family home, Multifamily, or commercial buildings.
    - ii. Examples: Applying for a new pool, fence, screen enclosure, etc.
  - c. **Mechanical, Electrical, Plumbing, Gas & Fire Permits** group
    - i. Examples: Applying for generator install, water heater replacement, air conditioner replacement, irrigation sprinklers, exhaust hoods, walk-in coolers, etc.
    - ii. Examples: Applying for fire alarms, fire sprinkler systems, fire pumps, spray booths, tents, etc.
  - d. **Right of Way, Sign & Well Permit** group
    - i. Examples: Flagpoles, permanent commercial signs, monument signs, etc.
    - ii. Examples: Applying for construction in County Right of Way, drainage pipe, driveway entry pad, elevator shaft permit, test holes, well modifications, etc.
  - e. **Pre-Application Meeting & Planning Application** Group
    - i. Examples: Requesting pre-application meeting for Site Development Plan, Rezone, PUD, and other Land Use applications.
    - ii. Examples: Applying for a Parking Reduction, Excavation permit, Lot Split, Zoning Verification, or other Land Use applications.
  - f. **Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permits** group
    - i. Examples: Applying for business or home zoning Certificate, business or event Amplified Sound permits, art festival event, seasonal sales, short-term vacation rentals.
    - ii. Examples: Applying garage sale permits and recreational vehicle permits.
  - g. **Environmental Permits** group
    - i. Examples: Applying for agricultural clearing, vegetation removal, annual beach event, informal wetlands determination, sea turtle permits, vehicle on the beach, etc.
  - h. **Contractor Licensing** group

 <p><b>Code Enforcement</b> <a href="#">Submit a New Complaint Status and Fees</a> <b>1a</b></p>	 <p><b>Building, Remodel &amp; Accessory Permits</b> <a href="#">Apply for Permit</a> <a href="#">Impact Fee Calculator</a> <a href="#">Request a Meeting Status and Fees</a> <b>1b</b> <a href="#">Upload Submittals</a></p>
 <p><b>Mechanical, Electrical, Plumbing, Gas &amp; Fire Permits</b> <a href="#">Apply for Permit</a> <a href="#">Request a Meeting Status and Fees</a> <b>1c</b> <a href="#">Upload Submittals</a></p>	 <p><b>Right of Way, Sign &amp; Well Permit</b> <a href="#">Apply for Permit</a> <a href="#">Request a Meeting Status and Fees</a> <b>1d</b> <a href="#">Upload Submittals</a></p>
 <p><b>Pre-Application Meeting &amp; Planning Application</b> <a href="#">Submit a Planning Application</a> <a href="#">Impact Fee Calculator</a> <a href="#">Status and Fees</a> <b>1e</b> <a href="#">Upload Submittals</a></p>	 <p><b>Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV &amp; Garage Sale Permits</b> <a href="#">Apply for Permit</a> <a href="#">Status and Fees</a> <b>1f</b> <a href="#">Upload Submittals</a></p>
 <p><b>Environmental Permits</b> <a href="#">Apply for Permit</a> <a href="#">Status and Fees</a> <b>1g</b> <a href="#">Upload Submittals</a></p>	 <p><b>Contractor Licensing</b> <a href="#">Apply for a Contractor License</a> <a href="#">Status, Fees and Insurance</a> <a href="#">Submit a Complaint</a> <b>1h</b> <a href="#">Check Status of Complaint</a> <a href="#">Resubmit Required Documents</a></p>

2. Select the **Status and Fees** link under Group.



**Building, Remodel & Accessory Permits**

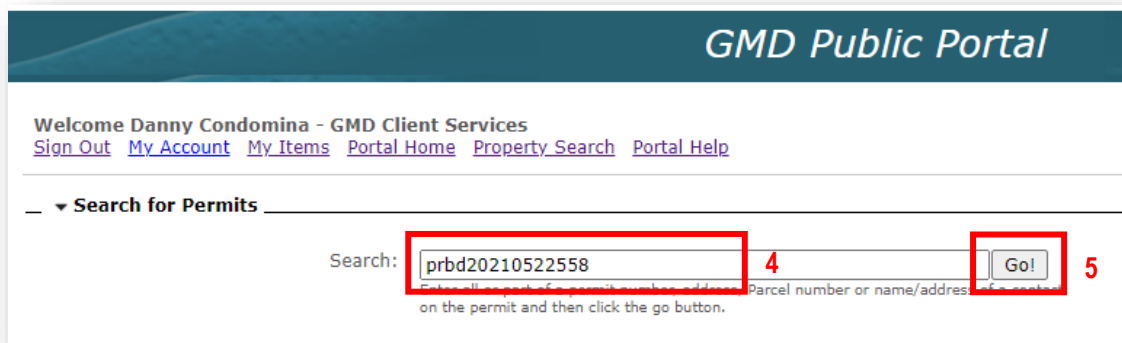
[Apply for Permit](#)  
[Impact Fee Calculator](#)  
[Request a Meeting](#)  
[Status and Fees](#) **2**  
[Upload Submittals](#)



3. Enter the Captcha, if applicable.



4. Enter all or part of a permit or reference number.
5. Click the **GO** button.



6. Review the Status page and click **Expand All** to see more information.  
**Note:** If you are signed into the portal, you can see more details.

[Sign Out](#) | [My Account](#) | [My Items](#) | [Portal Home](#) | [Property Search](#) | [Portal Help](#)

## Permit Application Status

PRBD20210522558

6

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

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▼ Summary

Application Number: PRBD20210522558  
 Application Type: Building  
 Application Status: Under Review  
 Property Owner's Full Name: COUNTY BARN INVESTORS LLC  
 Category of Work: Alteration/Remodel  
 Occupancy Code: Residential, One and Two Family New or Guest House  
 Description of Work: Natural Gas to (4) outlets- Waterheater, Dryer, Range, Future BBQ  
 2270 Marquesa CIR, Vacant Land, Naples  
 Application Date: 05/13/2021  
 Expiration Date: 11/09/2021  
 1-2 Family or Comm: 1-2 Family

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▶ Locations

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▶ Contacts

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▶ Permits (Click to See Reviews)

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▶ Fees

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▶ Deposits & Bonds

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▼ Inspections

Inspection	Outcome	Requested	Scheduled	Date Inspected
400 - Gas Rough	Pending			
Inspector:	Email: N/A			
401 - Gas Final	Pending			
Inspector:	Email: N/A			
403 - Gas Underground	Pending			
Inspector:	Email: N/A			
410 - Gas Tie Down	Pending			
Inspector:	Email: N/A			

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▶ Conditions

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▼ Documents & Images

Date Uploaded	File Type	Document Name
05/13/2021	Applications	<a href="#">Application Form (Sub 1 APP 2270 Marquesa.pdf)</a>
05/13/2021	Construction Plans	<a href="#">Construction Plans (Sub 1 Plans 2270 Marquesa.pdf)</a>

[Submittals](#) | [Portal Home](#)